

# **INFORMATION TO OFFERORS OR QUOTERS** **SECTION A - COVER SHEET**

*Form Approved*  
**OMB No. 9000-0002**  
*Expires Oct 31, 2004*

The public reporting burden for this collection of information is estimated to average 35 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (9000-0002), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person will be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

**PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS. RETURN COMPLETED FORM TO THE ADDRESS IN BLOCK 4 BELOW.**

<b>1. SOLICITATION NUMBER</b>  N00014-02-R-0003	<b>2. (X one)</b>	<b>3. DATE/TIME RESPONSE DUE</b>						
	<table border="0"> <tr> <td><input type="checkbox"/></td> <td><b>a. INVITATION FOR BID (IFB)</b></td> <td rowspan="2">29 MAY 2002 1400 LOCAL TIME</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><b>b. REQUEST FOR PROPOSAL (RFP)</b></td> </tr> <tr> <td><input type="checkbox"/></td> <td><b>c. REQUEST FOR QUOTATION (RFQ)</b></td> <td></td> </tr> </table>	<input type="checkbox"/>	<b>a. INVITATION FOR BID (IFB)</b>	29 MAY 2002 1400 LOCAL TIME	<input checked="" type="checkbox"/>	<b>b. REQUEST FOR PROPOSAL (RFP)</b>	<input type="checkbox"/>	<b>c. REQUEST FOR QUOTATION (RFQ)</b>
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<input type="checkbox"/>	<b>c. REQUEST FOR QUOTATION (RFQ)</b>							

## **INSTRUCTIONS**

**NOTE:** The provision entitled "Required Central Contractor Registration" applies to most solicitations.

- If you are not submitting a response, complete the information in Blocks 9 through 11 and return to the issuing office in Block 4 unless a different return address is indicated in Block 7.
- Offerors or quoters must include full, accurate, and complete information in their responses as required by this solicitation (including attachments). "Fill-ins" are provided on Standard Form 18, Standard Form 33, and other solicitation documents. Examine the entire solicitation carefully. The penalty for making false statements is prescribed in 18 U.S.C. 1001.
- Offerors or quoters must plainly mark their responses with the Solicitation Number and the date and local time for bid opening or receipt of proposals that is in the solicitation document.
- Information regarding the timeliness of response is addressed in the provision of this solicitation entitled either "Late Submissions, Modifications, and Withdrawals of Bids" or "Instructions to Offerors - Competitive Acquisition".

<b>4. ISSUING OFFICE</b> (Complete mailing address, including ZIP Code)  OFFICE OF NAVAL RESEARCH (ONR 251) MARGARET L. GRAVES (703) 696-2602 800 NORTH QUINCY STREET (ROOM 720) ARLINGTON, VA 22217-5660	<b>5. ITEMS TO BE PURCHASED</b> (Brief description)  FACILITIES SUPPORT SERVICES AT THE HIGH FREQUENCY ACTIVE AURORAL RESEARCH PROGRAM, GAKONA, ALASKA FACILITY
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<b>6. PROCUREMENT INFORMATION</b> (X and complete as applicable)	
<input checked="" type="checkbox"/> <b>a. THIS PROCUREMENT IS UNRESTRICTED</b>	
<b>b. THIS PROCUREMENT IS</b> _____	<b>% SET-ASIDE FOR SMALL BUSINESS. THE APPLICABLE NAICS CODE IS:</b> _____
<b>c. THIS PROCUREMENT IS</b> _____	<b>% SET-ASIDE FOR HUB ZONE CONCERNS. THE APPLICABLE NAICS CODE IS:</b> _____
<b>d. THIS PROCUREMENT IS RESTRICTED TO FIRMS ELIGIBLE UNDER SECTION 8(a) OF THE SMALL BUSINESS ACT.</b>	

**7. ADDITIONAL INFORMATION**  
  
BIDDERS CONFERENCE: 14 MAY 2002, AT THE HIGH FREQUENCY ACTIVE AURORAL RESEARCH PROGRAM, GAKONA, ALASKA FACILITY, TO GO OVER THE PROVISIONS OF THE SOLICITATION, PROVIDE INFORMATION ON CONTRACT REQUIREMENTS, AND ANSWER QUESTIONS FROM POTENTIAL OFFERORS. FOR ADDITIONAL INFORMATION, PLEASE CONTACT MARGARET L. GRAVES AT (703) 696-2602.

<b>8. POINT OF CONTACT FOR INFORMATION</b>	
<b>a. NAME</b> (Last, First, Middle Initial) GRAVES, MARGARET L.	<b>b. ADDRESS</b> (Include Zip Code) OFFICE OF NAVAL RESEARCH (ONR 251) 800 NORTH QUINCY STREET (ROOM 720) ARLINGTON, VA 22217-5660
<b>c. TELEPHONE NUMBER</b> (Include Area Code and Extension) (703) 696-2602	<b>d. E-MAIL ADDRESS</b> gravesm@onr.navy.mil

<b>9. REASONS FOR NO RESPONSE</b> (X all that apply)	
<input type="checkbox"/> <b>a. CANNOT COMPLY WITH SPECIFICATIONS</b>	<input type="checkbox"/> <b>d. DO NOT REGULARLY MANUFACTURE OR SELL THE TYPE OF ITEMS INVOLVED</b>
<input type="checkbox"/> <b>b. UNABLE TO IDENTIFY THE ITEM(S)</b>	<input type="checkbox"/> <b>e. OTHER</b> (Specify)
<input type="checkbox"/> <b>c. CANNOT MEET DELIVERY REQUIREMENT</b>	
<b>10. MAILING LIST INFORMATION</b> (X one)	
<input type="checkbox"/> <b>WE</b> <input type="checkbox"/> <b>DO</b> <input type="checkbox"/> <b>DO NOT DESIRE TO BE RETAINED ON THE MAILING LIST FOR FUTURE PROCUREMENT OF THE TYPE INVOLVED.</b>	<b>b. ADDRESS</b> (Include Zip Code)

<b>c. ACTION OFFICER</b>	
<b>(1) TYPED OR PRINTED NAME</b> (Last, First, Middle Initial)	<b>(2) TITLE</b>
<b>(3) SIGNATURE</b>	
<b>(4) DATE SIGNED</b> (YYYYMMDD)	

FOLD

FOLD

FROM

AFFIX  
STAMP  
HERE

SOLICITATION NUMBER	
N00014-02-R-0003	
DATE (YYYYMMDD)	LOCAL TIME